

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 4/30/2026
Employee Name	Division Clinical Administration		
Position No / Agency-Unit-Class-Serial XXX-9872-XXX	Unit Social Work Services		
Class Title Clinical Social Worker (S)	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R19	Work Week Group E	Class Ranges U&V

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Work as a team member with other treatment disciplines; provide assessment, provide treatment and social services for patients; assist interdisciplinary team in evaluating patients' readiness for release; work as liaison between community and interdisciplinary team, develop relationships with community agencies; research, develop and maintain information related to community resources for use by treatment teams. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

40%	<p>Direct Treatment</p> <p>Conduct or co-lead weekly treatment groups whose focus is guided by patient need as defined in the treatment plan and provided according to therapist skills and approved program treatment design.</p> <p>Facilitate family education groups providing generalized information regarding the hospital, mental illness, CONREP, legal commitments and process, and community resources.</p> <p>Meet with patients for regular individual therapy in which the focus is dictated by patient need as defined in the treatment plan and provided according to therapist skills.</p> <p>Meet with and provide social work services for patients who have identified need, as defined by the Social Work Service.</p> <p>Develop and maintain contact with family of patients, as appropriate, and provide them with information when proper release forms have been signed by the patient allowing contact.</p> <p>Provide crisis intervention services to patients.</p> <p>Participate in meetings of the unit therapeutic community.</p>
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	<p>Provide collaborative services to patient's relatives, agencies, community resources through professional and individualized direct communication.</p> <p>Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.</p>
20%	<p>Assessment, Planning, and Evaluation</p> <p>Participate in initial interviews with patients and with other members of the Interdisciplinary Treatment Team, assessing treatment needs and developing treatment objectives and plans.</p> <p>Review and/or complete the psychosocial assessment of each new patient as determined by policy. Make subsequent additions and corrections to the psychosocial assessment, as needed, and annually.</p> <p>Review chart prior to Interdisciplinary Treatment Team meetings for patients on assigned caseload.</p> <p>Participate in all Interdisciplinary Treatment Team reviews of each patient on assigned caseload; provide input on progress in treatment; report on family, social and community resources; identify current and ongoing treatment needs, and make recommendations.</p> <p>Participate in mini-team meetings as required by treatment needs.</p> <p>Participate in shift change meetings, exchanging information on patients and participating in relevant in-service training provided during these meetings.</p> <p>Write clinical progress notes describing and evaluating the patients' responses to treatment, as defined by the Social Work Service.</p> <p>Develop and maintain tracking methods and reports related to patient discharge readiness and community integration. Write social work notes/CLINICAL PROGRESS NOTES describing and evaluating the patients' response to Social Work services received. Evaluate effectiveness of discharge planning services at DSH-A and make recommendations for improvement. Coordinate re-hospitalization of patients from CONREP placements.</p>
20%	<p>Discharge Planning</p> <p>Collaborate with the Interdisciplinary Treatment Team, State's Conditional Release Program, California Department of Corrections and Rehabilitation</p>

	<p>(CDCR) stakeholders: Behavioral Health Reintegration (BHR) clinician, DSH-A parole, and the Division of Adult Parole Operations (DAPO) field agents , County Behavioral Health programs statewide, and/or representative from the dispositional setting to formulate an outpatient treatment contract/discharge plan and facilitate the patient discharge to the dispositional setting.</p> <p>Develop and maintain information related to community resources and make it available to Interdisciplinary Treatment Team members. Collaborate with Interdisciplinary Treatment Team members and family members on matters related to community integration of patients. Assist in locating appropriate transitional services (i.e. housing, transportation, medical and psychiatric services, etc.) for patients discharging to the community.</p> <p>Facilitate application for MediCal benefits, Supplemental Security Insurance, Social Security benefits, California ID card, or driver’s license prior to discharge.</p> <p>Facilitate application for conservatorship, 72-hour and 14-day holds, and 180-day certifications.</p> <p>Complete documentation for discharge planning (i.e., Social Work RCCP discharge summary).</p> <p>Track and report data related to individuals who discharge directly to community, family members and CONREP. Provide emergent social work services, to other units, as needed.</p>
10%	<p>Professional, Resource, and Training Functions</p> <p>Regularly attend meetings of the hospital Social Work Service.</p> <p>Regularly meet with Supervising Psychiatric Social Worker I to plan and assess work.</p> <p>Maintain current social, legal, and clinical literature and resources through workshops, classes, CEs, etc.</p> <p>Act as a resource to patients and staff on community resources (e.g. social, educational, vocational, financial, etc.)</p> <p>Assume advocacy role with patients f for their treatment and available resources.</p>
10%	<p>Program Evaluation and Development</p> <p>Participate in Program management/performance improvement meetings and staff development sessions.</p>

	<p>Participate in weekly (and as-needed) interdisciplinary team meetings to review clinical matters such as questions about individual and family treatment cases, larger unit treatment issues, community resources, and other clinical issues of interest, particularly as it related to families, and discharge planning and community integration to the group.</p> <p>Be available to Program Management for Social Work consultation regarding individual patients and input on assessment of patient population, treatment needs, treatment resources, patients discharge planning and community integration needs, available community resources, options, and staff development needs; and patient’s families and input on assessment of family treatment needs, family treatment resources, and staff development needs. Identify barriers to family involvement in patient treatment. Develop performance improvement strategies to overcome barriers. Provide training to Social Work staff.</p>
<p>Other Information</p>	<p>Supervision Received: The Clinical Social Worker is under the administration supervision and is clinically accountable to the Chief of Social Work Service through the Supervising Psychiatric Social Worker I. The annual performance appraisal will come within Social Work Service management.</p> <p>Supervision Exercised: Provide clinical guidance to other staff members who are learning to deliver skills-building treatment.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work; psycho/social aspects of mental and developmental and physical disabilities; community organization principles; scope and activities of public and private health and welfare agencies; characteristics of mental, developmental and physical disabilities; current trends in mental health, public health and public welfare, and Federal and State programs in these fields.</p> <p>ABILITY TO: Utilize and effectively apply the required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the work; secure accurate psycho/social data and record such data systematically; prepare clear, accurate, and concise reports; work family and community agencies in preparation for discharge; develop and implement programs; provide professional consultation; analyze situations accurately and take effective action; communicate effectively.</p> <p>REQUIRED COMPETENCIES</p>

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

SVP/CDCR/OMHD/IST/NGRI/ETP/ETU/CONREP/LPS PROCESS

Demonstrate understanding of the Sexually Violent Predator (SVP), Offender with a Mental Health Disorder(OMHD), CDCR Inmate treatment, Incompetent to Stand Trial (IST), Not Guilty By Reason of Insanity (NGRI), Lanterman-Petris-Short (LPS) laws and each commitment processes. Promote the benefits of CONREP placement if appropriate; instruct/reinforce teaching of the law and CONREP acceptance criteria.

TEAM MEMBERSHIP

Demonstrate the ability to provide constructive team input based on direct observation of patients' behavior and to interact professionally with patients and co-workers in the development and delivery of patient care services.

**TECHNICAL COMPETENCIES
TREATMENT/TEACHING**

Demonstrate the ability to apply relapse prevention, skills building and cognitive behavioral theory using skills building modules.

THERAPEUTIC RELATIONSHIPS/RELATIONSHIP SECURITY

Demonstrate the ability to maintain professional therapeutic relationships with patients, to assist them with problem solving, and to teach/model principles of the norm of non-violence. Demonstrate good staff/patient boundaries and monitors and assist others to help them maintain theirs.

ASSESSMENT AND PLANNING

Demonstrate the ability to utilize assessment information, patient interviews, and team discussion to plan treatment based on patient need.

LICENSE OR CERTIFICATION

It is the responsibility of the employee to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

Possess a valid license as a Licensed Clinical Social Worker (LCSW) issued by the California Board of Behavioral Science Examiners, OR an approved waiver of up to four (4) years by the California Department of Public Health under the provisions of the California Health and Safety Code 1277 (b) AND possess a valid registration as an Associate Clinical Social Worker (ASW) issued by the California Board of Behavioral Science Examiners.

TRAINING CATEGORY - 2

The employee is required to keep current with the completion of all required training.

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:

Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

Reviewing Supervisor's Signature

Date

Physical Requirements of Position
Clinical Social Worker/Clinical Social Worker-Bilingual (9872)

Activity	Never/Rarely < 5 min.	Infrequently 5- 30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients				X		
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Running	X					
Walking			X			
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					